
Date: 7/20/10

**Job Title: Temporary position at Laguna College of Art + Design (LCAD)
Office of Development**

About the Organization/Mission: Laguna College of Art + Design prepares women and men for careers as creative artist and designers in a culturally diverse world through a curriculum that emphasizes the acquisition of skills based on observation, representation and concept development. The college is committed to offering its curricula through accredited degree programs that imaginatively combine studio work with academic studies, and to sharing its resources with the broader community through community education and exhibition programs.

About the Position:

Position summary:

*****Must be flexible for short-term notice on start date*****

This is a three month position to fill in for the Associate Director of Development & Alumni Relations. The position is part-time/ full-time, reporting to the VP of Development. He/she will focus primarily on Raiser's Edge (RE) database management, development event assistance, alumni, community and donor relations, and other administrative operations to support the VP of Development.

Duties and responsibilities:

Raiser's Edge Database Management

Proficient in Raiser's Edge queries, exports and gift reporting and analysis. Candidate is responsible for data entry, mail merging, reporting, editing, etc.

Department Operations

- Check email/voice mail on daily basis
- Check online giving site for web donations
- Generate mailing lists from RE for all gallery mailings, newsletters and special events
- Position consists of tasks relating to pre and post special event duties; data input; generating reports; and community, donor and alumni relations
- Assistance with grant writing and research
- Administrative duties as needed

Special Events

Responsible for creating guest lists, creation and production of written materials, coordinating caterer, securing sponsors, volunteers and student help

Qualifications:

- Bachelor Degree required and proficient skills in spelling and writing, Raiser's Edge and Microsoft Office, Excel, Word and Mail Merge functions
- Minimum four years experience in a non-profit office of development
- Exceptionally detail oriented and organized with excellent written and verbal communication skills and ability to work independently and as a team member. Punctual, dependable, professional and diplomatic
- Required to work some evenings and weekends . Must be able to lift 40lbs and possess valid driver's license and have reliable transportation

Compensation: Depends on experience.**To Apply / Contact Information:****Patsee Ober, VP of Development pober@lagunacollege.edu****Deadline: 9/30/10**